Job Vacancy Announcement
INFORMATION & TECHNOLOGY SERVICES

REVISED 06/08/12

State Classification:	Web Administrator III
Job Posting Number:	1204-17ITS
Group:	B22
Salary:	$4,166 - $5,200 / Month
Minimum Education:	Graduation from a four-year college with major course work in web design or web development is generally preferred. Education and experience may be substituted for one another.
Required Experience/Knowledge:	Experience in designing web process, usability and presentation. Experience in progressively complex web management and planning including UI design, web infrastructure design, web security and web requirements for accessibility compliance.
Essential Job Functions:	• Excellent oral and written communication skills with the ability to communicate web concepts to technical and non-technical customers. • Ability to define target audiences' needs, tasks, and goals and translating them into creative concepts. • Ability to translate business requirements into meaningful interactive experiences on external and internal technologies. • Preparation, delivery and ongoing refinement of long-term strategic plan for our external facing architecture based on business goals, input from stakeholders and changing technical and business landscapes. • Design of highly functional and initiative UI. • Lead user research, concept testing, and usability testing. • Standards compliance including W3C, multi-browser compatibility and accessibility.
Preferred Experience/Knowledge:	• Experience in planning and modernization of technical web infrastructure. • Experience in development and implementation of web security plan. • Experience content management systems to manage web, intranet and back office content. • Knowledge of state design requirements as outlined in Texas Administration Code. • Experience in web analytics tracking to optimize and plan web development to increase utilization of online services. • 4+ years of developing interactive web applications utilizing tools such as IIS, ASP.net, VB.net, C#, HTML and Javascript. • Ability to manage, configure and integrate 3rd party web payment portal and back office into agency website.
Job Description:	Performs highly complex (senior-level) web design and usability work. Work involves optimizing web usability for agency services and improving web utilization through driving of traffic to services provided. Manage web utilization statistics and expand web to focus on self service activities.
Posting Date:	April 20, 2012
Closing Date:	Until Filled
To Apply:	All applicants must submit a State of Texas Employment application to: Texas Real Estate Commission, PO Box 12188, Austin, TX 78711-2188
Contact:	Human Resources 512-936-3586